

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 104-04**

**Eff. 2/21/12**

**PERSONAL LEAVE DAYS**

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**Eligible employees, with a minimum of one year of service, will receive two (2) personal leave days each calendar year. These personal leave days must be scheduled with prior approval of the employee's supervisor. Days not used by the end of the calendar year or separation of employment are forfeited.**